

TRAVEL REQUEST WORKSHEET

DATE OF REQUEST:		QTP TRIP NO.:	
NAME/SSN		RANK/GRADE	
BOQ/MOTEL PREFERENCE & PHONE (IF KNOWN)		ITINERARY	
		PROCEED TIME: _____ PROCEED DATE: _____	
		RETURN TIME: _____ RETURN DATE: _____	
		LEAVE TAKEN IN CONJUNCTION: YES _____ NO _____	
		NO. DAYS/DATES	
RENTAL CAR YES _____ NO _____ TAXI YES _____ NO _____		POINT OF CONTACT	
		PHONE	
VISIT REQUEST		ADVANCE REQUESTED: YES _____ NO _____	
SEND TO:		PURPOSE OF TDY	
YES _____ NO _____			
SPECIAL INSTRUCTIONS: (Meeting at hotel, Non-contract Airline Times)			

MODE OF TRANSPORTATION				
Comm Air _____ (Contract/Non-Contract)	Govt Air _____	Govt Veh _____	POV _____	Rental Car _____

<u>LODGING RESERVATIONS MADE,</u>	
HOTEL/BOQ	CONFIRMATION NO:
RATE:	BOQ NONAVAIL NO:
PHONE	
<u>RENTAL CAR NFO:</u>	
COMPANY:	RATE PER DAY:

<u>ESTIMATED COST*</u>			
TRAVEL:	= Cost from SATO	= \$ _____	ALLOWABLE RATES:
PER DIEM:	= Cost x # of days	= \$ _____	LODGING: \$ _____
RENTAL CAR/TAXI:	= Cost x # of days	= \$ _____	M&ie: \$ _____
CONFERENCE FEE:	=	= \$ _____	
MISCELLANEOUS:	= (gas, tolls, etc.)	= \$ _____	TOTAL \$ _____
TOTAL		= \$ _____	

DEPART FROM	AIRLINE	FLT #	TIME	DATE	ARRIVE AT	TIME

DIRECTOR OR SPECIAL ASSISTANT		MESSING DIRECTED	N-8	CNET/01A
			\$ _____ AVAILABLE	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
SIGNATURE	DATE	<input type="checkbox"/> YES <input type="checkbox"/> NO	SIGNATURE DATE	SIGNATURE DATE